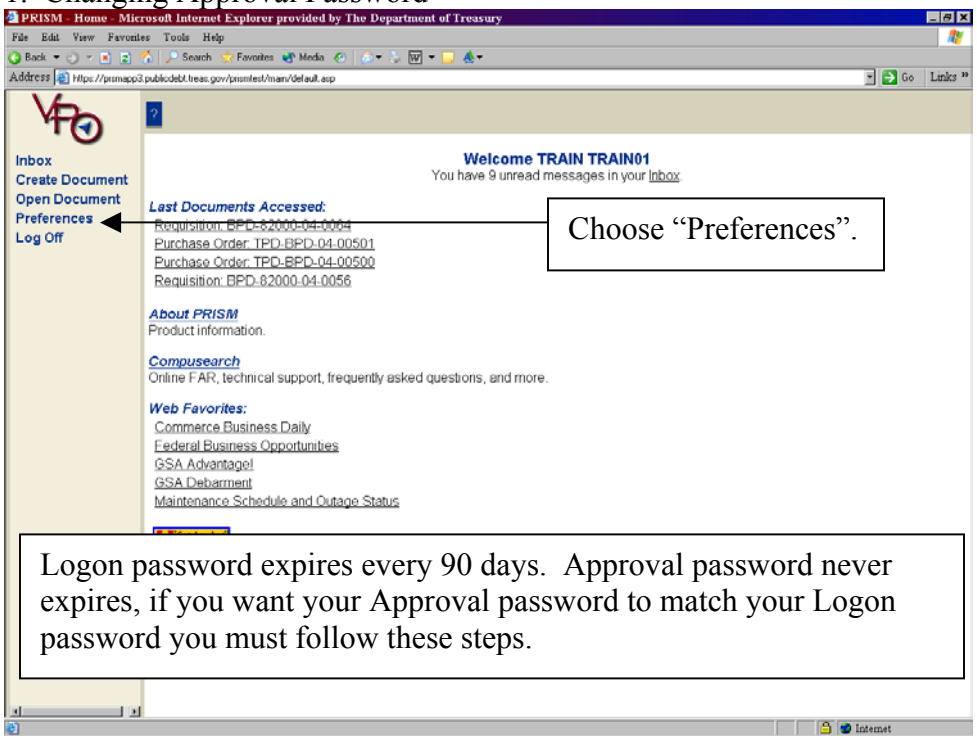
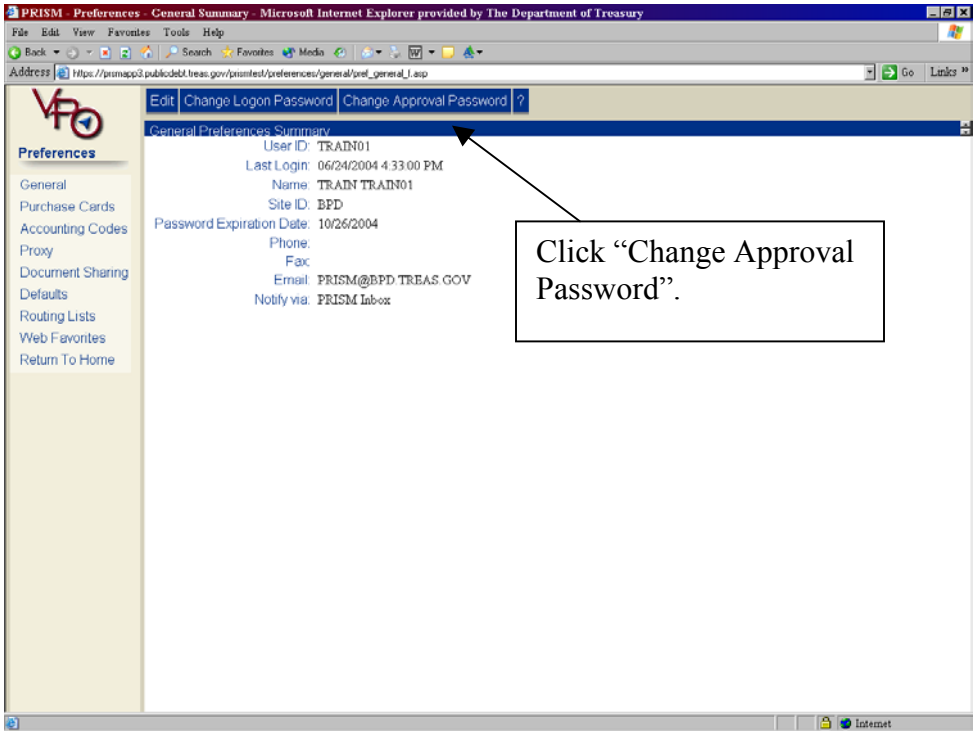
Preferences, Proxies, Passwords, and Document Sharing

01/16/2005

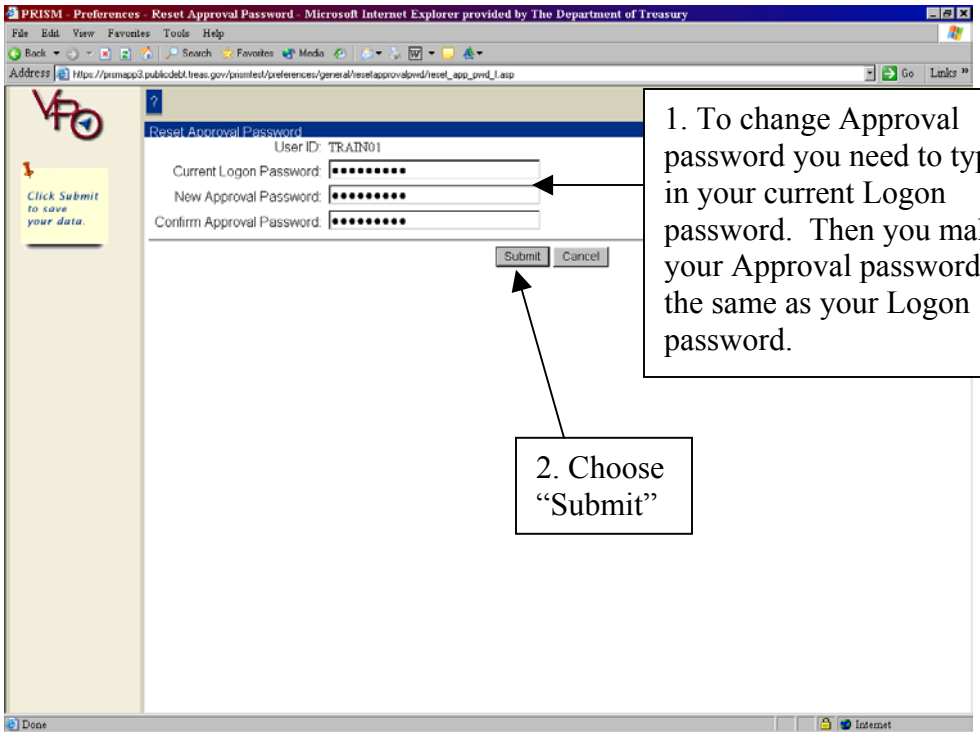
1. Changing Approval Password



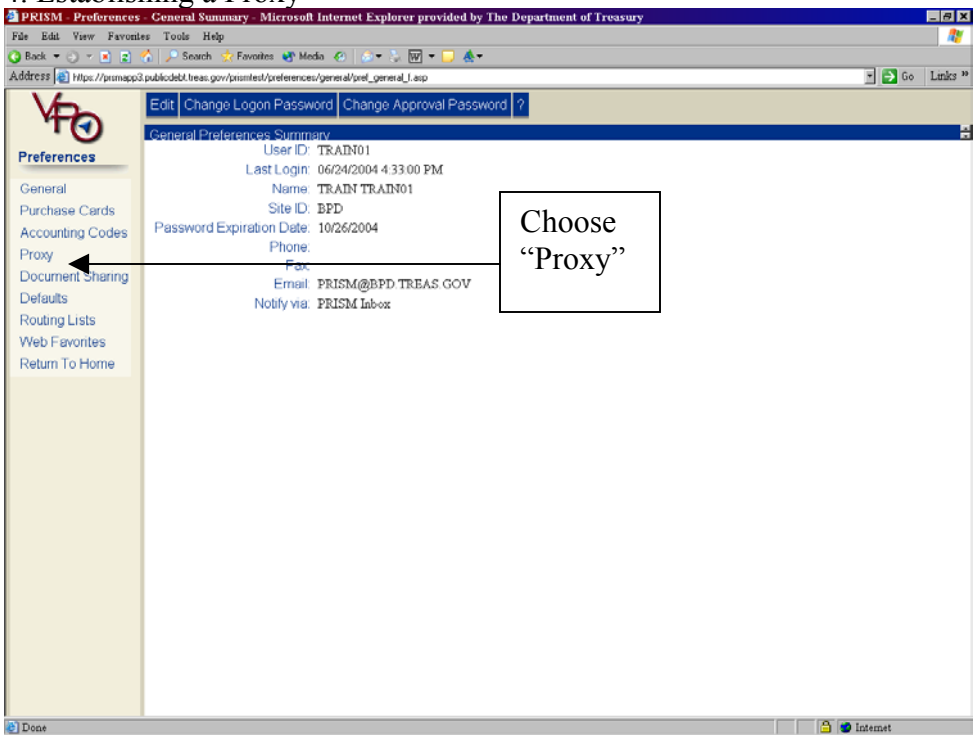
2.



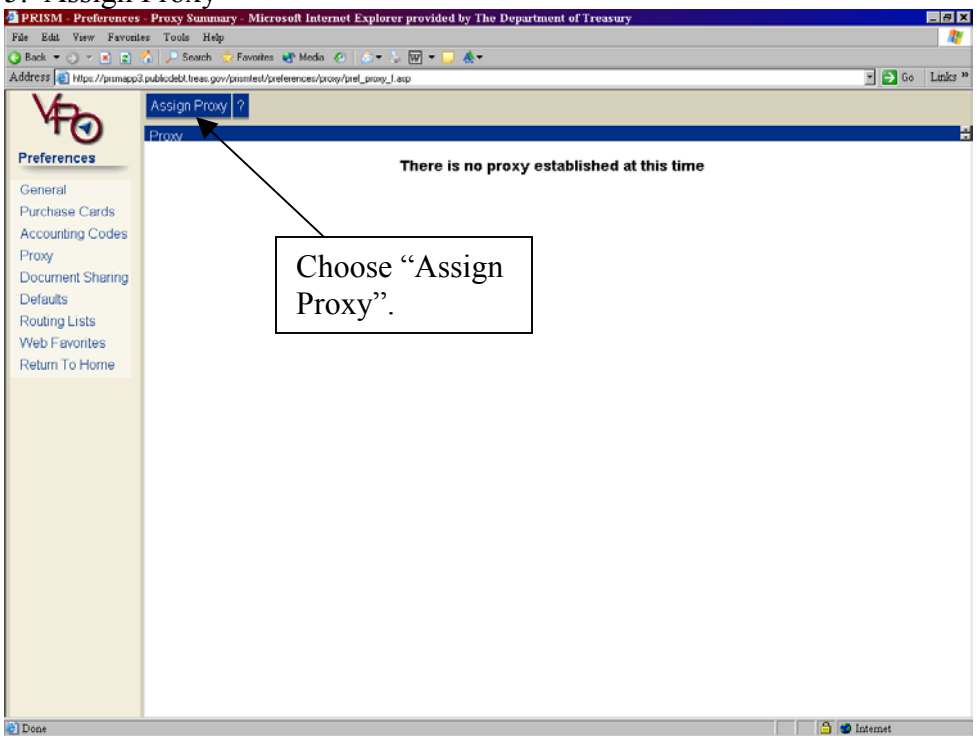
3.



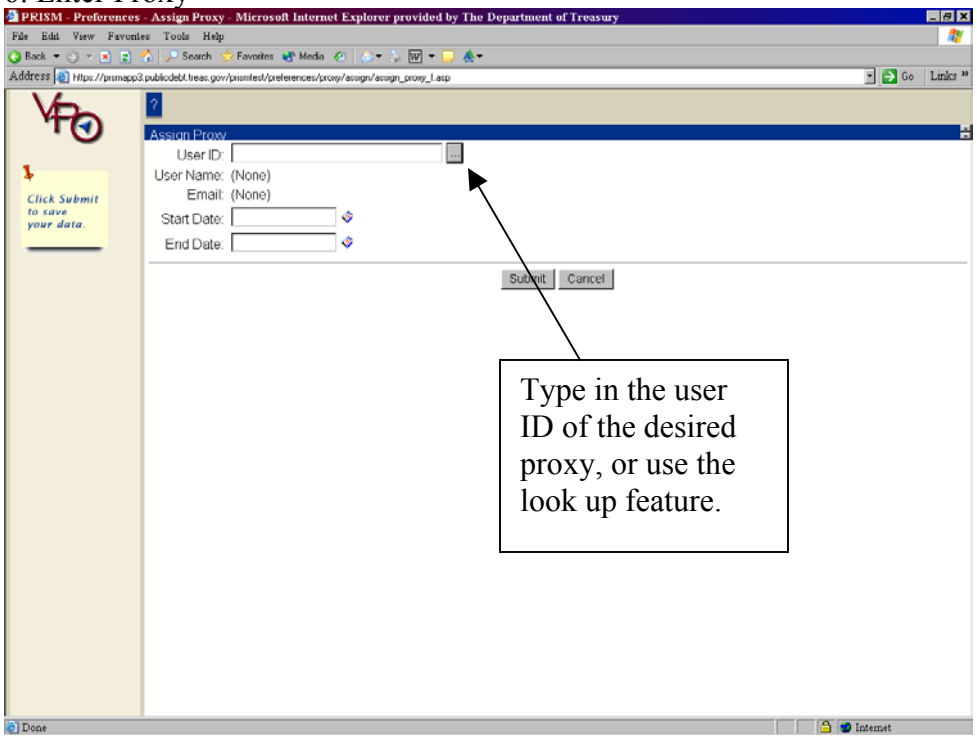
4. Establishing a Proxy



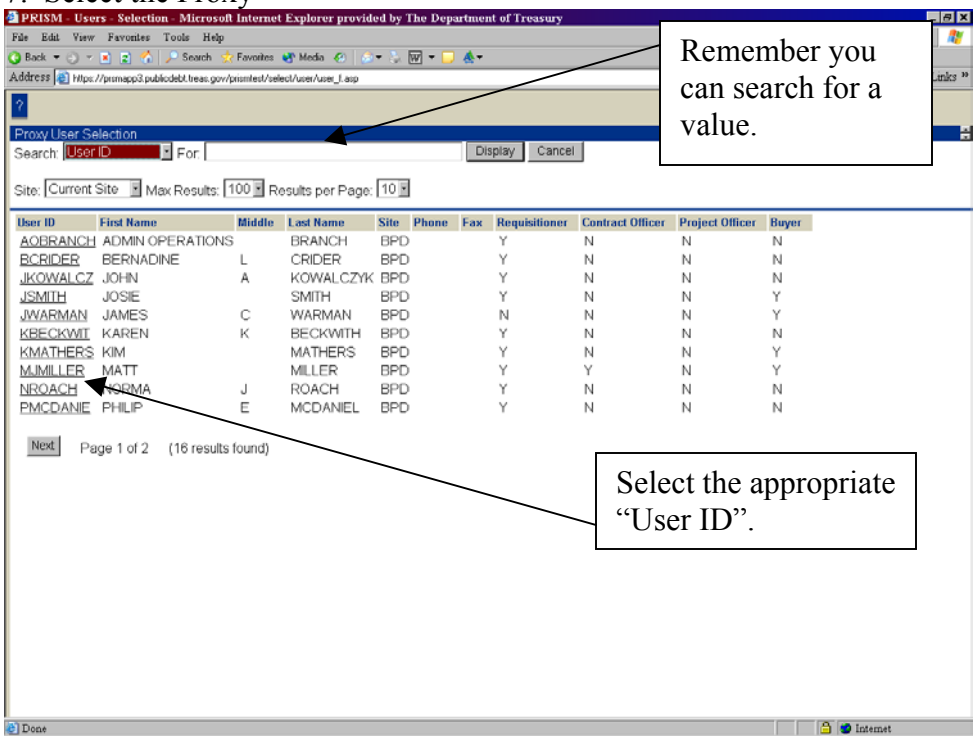
5. Assign Proxy



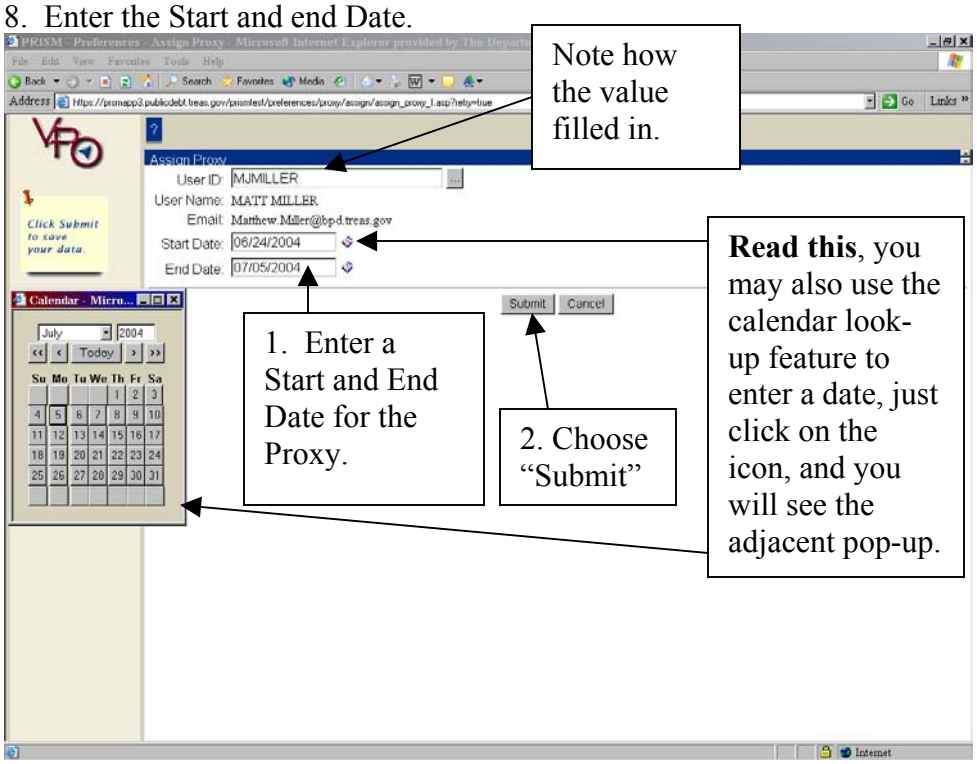
6. Enter Proxy



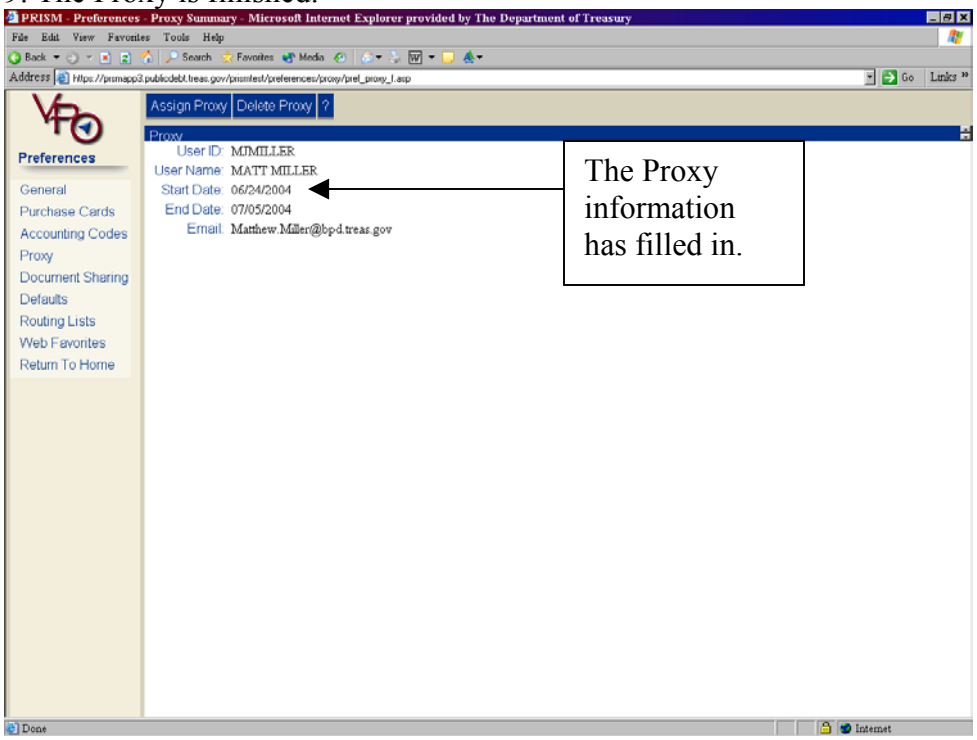
7. Select the Proxy



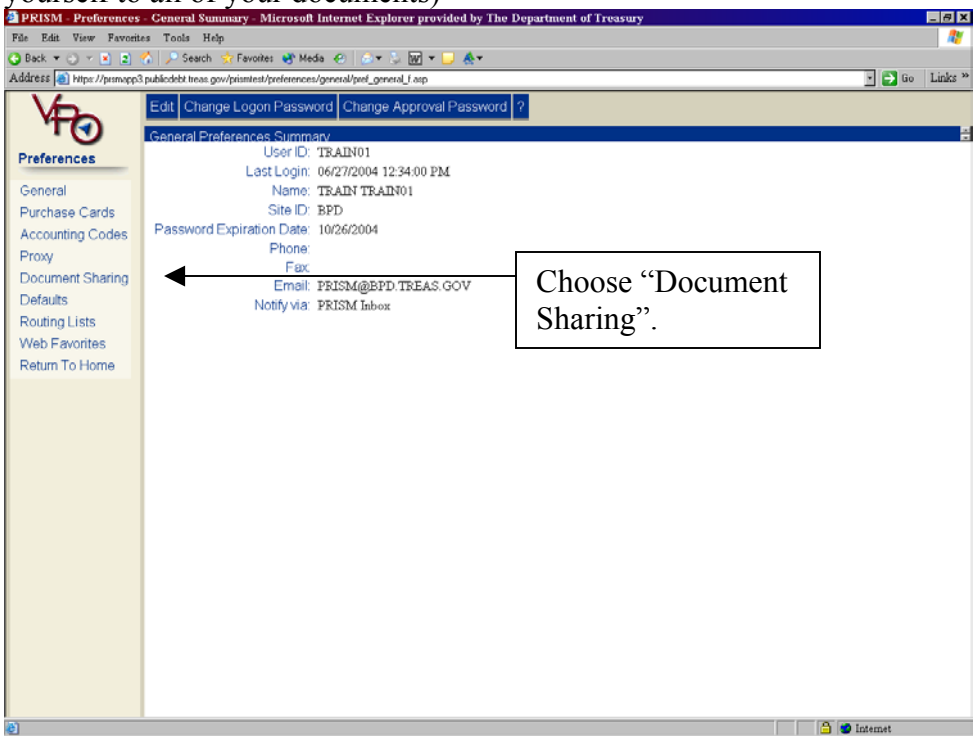
8. Enter the Start and end Date.



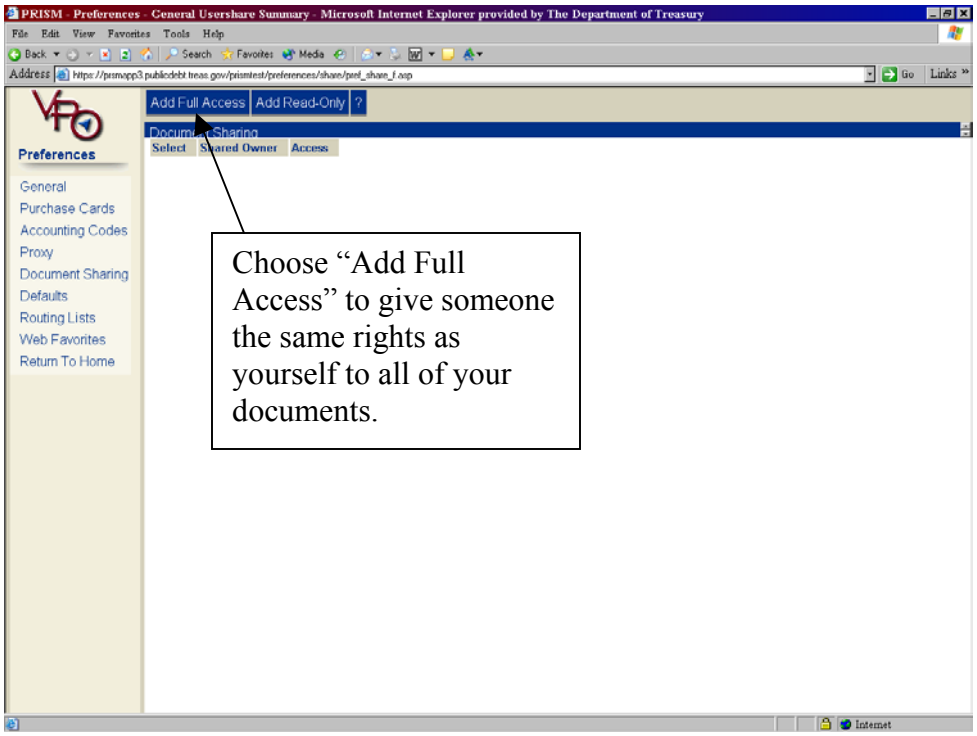
9. The Proxy is finished.



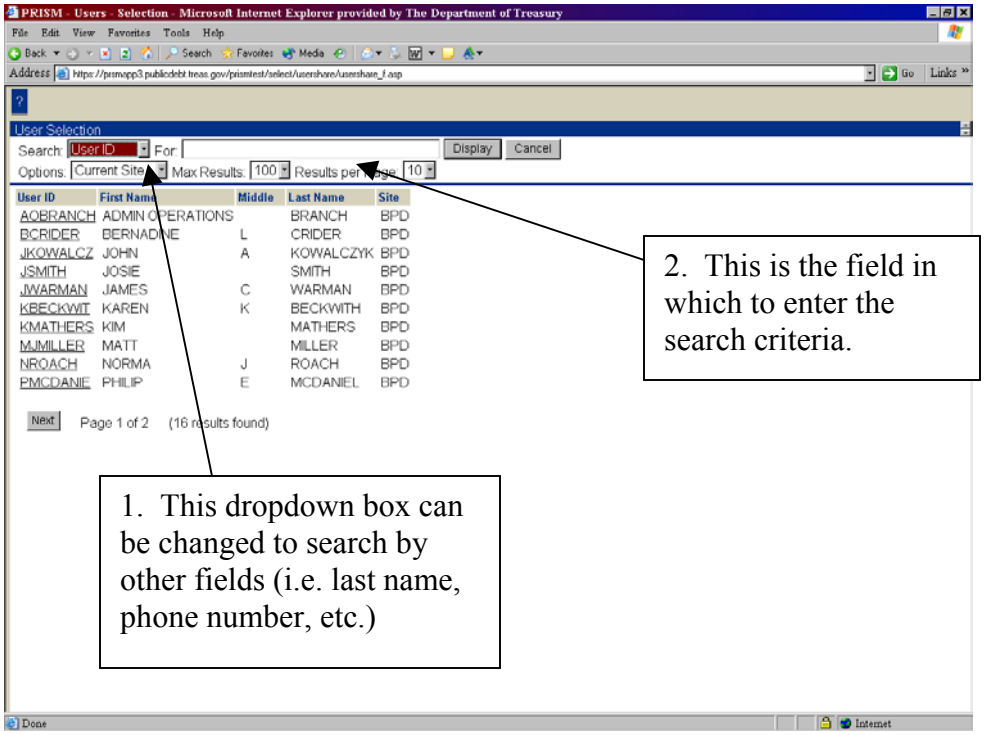
10. Document Sharing (This is the method used to give someone the same rights as yourself to all of your documents)



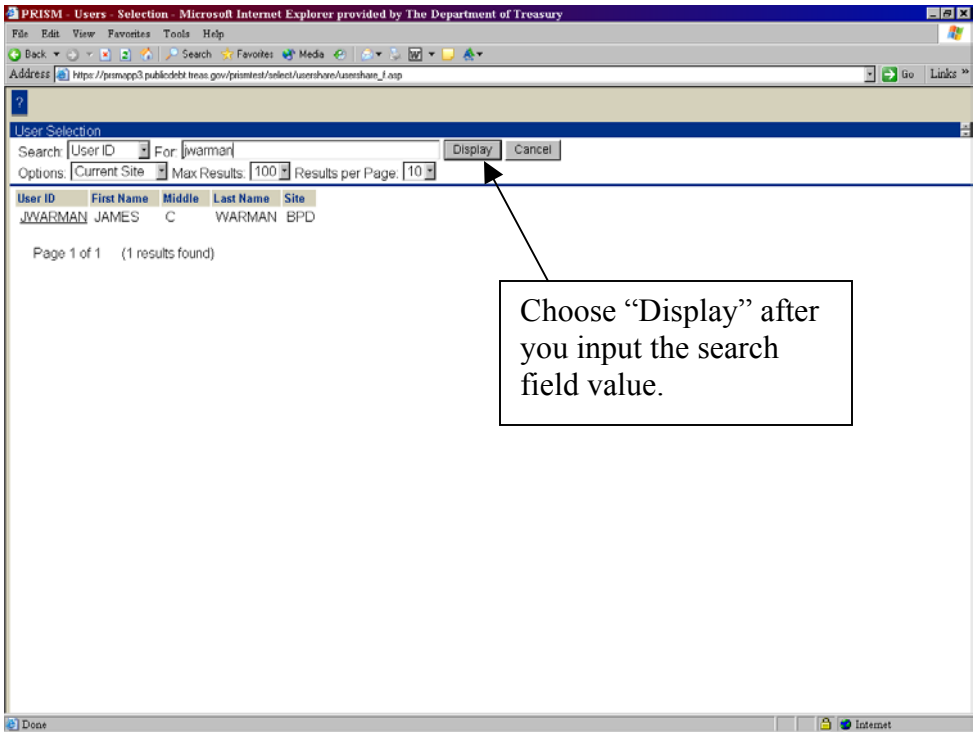
11.


PRISM - Preferences - General Usershare Summary - Microsoft Internet Explorer provided by The Department of Treasury
Add Full Access
Add Read-Only
Preferences
General
Purchase Cards
Accounting Codes
Proxy
Document Sharing
Defaults
Routing Lists
Web Favorites
Return To Home
Select
Shared Owner
Access
Choose "Add Full Access" to give someone the same rights as yourself to all of your documents.

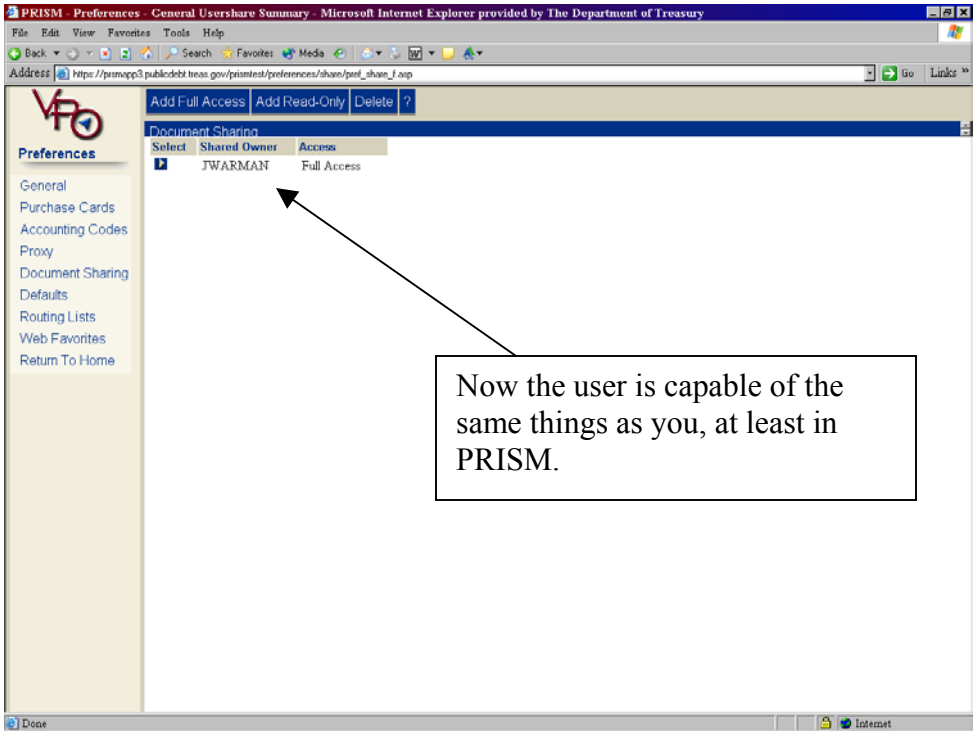
12.


PRISM - Users - Selection - Microsoft Internet Explorer provided by The Department of Treasury
User Selection
Search: User ID For:
Display
Cancel
Options: Current Site Max Results: 100 Results per Page: 10
User ID
First Name
Middle
Last Name
Site
AOBRANCH ADMIN OPERATIONS BRANCH BPD
BCRIDER BERNADINE L CRIDER BPD
JKOWALCZ JOHN A KOWALCZYK BPD
JSMITH JOSIE SMITH BPD
JWARMAN JAMES C WARMAN BPD
KBECKWIT KAREN K BECKWITH BPD
KMATHERS KIM MATHERS BPD
MJMILLER MATT MILLER BPD
NROACH NORMA J ROACH BPD
PMCDANIE PHILIP E MCDANIEL BPD
Next
Page 1 of 2
(16 results found)
2. This is the field in which to enter the search criteria.
1. This dropdown box can be changed to search by other fields (i.e. last name, phone number, etc.)

13.


PRISM - Users - Selection - Microsoft Internet Explorer provided by The Department of Treasury
User Selection
Search: User ID For: jwarman
Display
Cancel
Options: Current Site Max Results: 100 Results per Page: 10
User ID First Name Middle Last Name Site
JWARMAN JAMES C WARMAN BPD
Page 1 of 1 (1 results found)
Choose "Display" after you input the search field value.

14.


PRISM - Preferences - General Usershare Summary - Microsoft Internet Explorer provided by The Department of Treasury
Add Full Access
Add Read-Only
Delete
Document Sharing
Select Shared Owner Access
JWARMAN Full Access
Preferences
General
Purchase Cards
Accounting Codes
Proxy
Document Sharing
Defaults
Routing Lists
Web Favorites
Return To Home
Now the user is capable of the same things as you, at least in PRISM.